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## FY2016 NEW / CHANGES

- New format of Department Performance Measures will be included in FY2016 Adopted Budget, which will be aligned to Mayor's five priorities: Job and Sustainable Development, Public Safety, Infrastructure, Quality of Life and Fiscal Responsibility.
- Personnel Detail is displayed in Excel/Data grid view for easy user view and to edit the information.
- "What-If" Scenario will allow departments to analyze the impact of the budget for pension, salary and insurance rate change. – The feature is under development.

## BUDGET POLICY

- *BudPrep* contains the current Health Benefits rates for Health Care, Worker's Compensation, and Long-Term Disability. The FY2016 rates will be loaded into *BudPrep* when they become available. Departments will be notified of the updates through the Budget Bulletins in *BudPrep*.
- Budget submissions must include hard copy printouts of the Department Description and Mission with Long and Short Term Goals along with Department Organization chart. In addition, Business Area Summary, Division Mission and Performance Measures, Division Summary, Business Area Roster Summary, Revenue and Expenditure Commitment Line Item Summary. Further detail is provided in the 1.0 General Budget Information.

## BUDPREP INTRODUCTION

- *BudPrep* will be installed from an installer on the network. CD is also available for departments who do not have access to install server on the network.
- The *BudPrep* applications will automatically Calc and Post all forms at the time of printing.
- *BudPrep* allows the user to move between funds without exiting and restarting the application.
- An asterisk in the report sub-menu marks reports included in the final budget document.

- The Fund Summary narrative can be edited directly in *BudPrep*.
- *BudPrep* will check and notify users if there are any unallocated expenditures in the default \*\*\*\*9999 cost center.
- The Master Calc Post option under Utilities Menu on main screen will Post and Calc all forms anytime.
- After the budget has been submitted, departments will have read only access.
- To avoid the 'out of balance due to rounding' problem, *BudPrep* requires users to enter whole numbers for revenue and expenditure items. Decimals and cents are not allowed.
- Personnel detail can be exported to Excel by selecting the Utilities option. Select Personnel from the main menu, and then select Utilities->Export. The export function is available for Revenues and Expenditures as well.
- *BudPrep* users will be responsible for selecting the Cost Centers for the Group Summary.
- All anticipated merit increases; promotions, etc. are to be accounted for in the Compensation Contingency Line Item #504020, which is a part of Personnel Services.
- Submission Package Print feature is available in BudPrep under "Utility" on the main screen, which will generate the Business Area Summary, Cost Center Summary/Group Summary, FTE Report, Revenue and Expenditure Commitment Item Summary.

## FY2016 BUDGET PREPARATION -- QUICK TIPS

- **Read the Budget Preparation Manual!!**  
This manual is a necessary tool and will provide answers to the majority of the questions asked by department personnel.
- **Read the Budget Bulletins!!**  
These bulletins provide periodic clarification as well as updates related to the budget process located on the Budget main menu page.
- All reorganization requests must have prior written approval from the Director of Finance. Departments may be required to restate FY2014 Actual, FY2015 Current Budget and Estimate amounts to correspond to the FY2016 cost centers.
- Submissions should be delivered to your assigned analyst in the Budget Management Division of the Finance Department, 611 Walker, 11<sup>th</sup> Floor by the deadline. Submit complete requests only. Partial submissions will be returned to departments. **The Budget timeline schedule will be distributed under separate communication.**
- Refer to the matrix below to determine supplies and equipment categories:

### FY2016 EQUIPMENT SUMMARY

TYPE	EXPECTANCY LIFE	UNIT COST	CAPITALIZED FIXED ASSET?	EQUIP. ACQ. ELIGIBLE?
Supplies	Less than 1 year	Less than \$1,000	No	No
Non-Capital Equipment	Greater than 1 year	\$1,000 - \$5,000	No	Yes
Capital Equipment	Greater than 1 year	More than \$5,000	Yes	Yes

## FREQUENTLY ASKED QUESTIONS

### BUDPREP

- Q. **Why do I get an “ERROR I/O 301” message when starting *BudPrep*?**  
A. Some of the files in the C:\bprep directory are read-only and *BudPrep* cannot update them as it needs to do. Also make sure only one *BudPrep* or *suds* process is running.
- Q. **Why do my Division Summary report totals not equal my Expenditure totals?**  
A. Check to see whether cost centers are assigned to the division in “Division Summary” screen. Make sure the cost center rollup is correct, then do Master Calc&Post.
- Q. **How do I change the new budget FTEs on the COST CENTER FTE screen?**  
A. The FTEs cannot be changed on the Cost Center FTE screen. The change for new budget FTEs has to be made in the Personnel Detail screen for FY2016.
- Q. **Why doesn’t the Expenditure Request Detail show all my commitment items?**  
A. The Expenditure Request Detail is to be used to explain only those objects where the FY2016 Budget amount differs from the FY2015 Estimate amount by 10% or more.
- Q. **Why does the text I enter on the Expenditure Request Detail go away when I leave?**  
A. You are entering too much data into the field. The size of the text box is set to accommodate the total amount of allowed space. If your text begins to scroll, it will not be posted to the database and it will be eliminated when you leave the form.
- Q. **Why don’t the insurance amounts on the Personnel form post to Expenditures?**  
A. Nothing on the personnel form will post to expenditures if the employee type field is left blank. Additionally, the insurance amounts will not post if: Pay Period is 0, Make sure all those fields are properly completed.

## FY2016 BUDGET PREPARATION

### 1.0 GENERAL BUDGET INFORMATION

There will be a change to the presentation of the Departmental Mission, Goals, and Performance Measures in the FY2016 Operating Budget. The purpose of this process is to establish citywide administrative goals and strategies that will internally link to departmental missions and goals that provide measurable service deliverables and divisional objectives. Careful consideration must be given to quantifiable performance measures and the impact of dollar requests on these measures. Performance measures must follow the Mayor's Five Priorities. The Finance Department will carefully review the relationship between budget proposals and divisional delivery objectives.

#### **Mayor's Five Priorities:**

- Job and Sustainable Development
- Public Safety
- Infrastructure
- Quality of Life
- Physical Responsibility

Departments should allocate FY2016 budget resources to maintain current service levels. Business Areas may target non-essential cost centers for expenditure reductions or elimination. Any reductions must be thoroughly documented.

**Any reductions to basic and critical services that you wish to make must be requested using a form Finance will provide at the time you receive your target letter.** Also, all vacancy factors must be reasonable and based on actual past historical trends.

The Finance Department will review in detail each budget submission. As needed, meetings will be held with directors to clarify points regarding funding levels, service delivery, budget guidelines, etc. The Mayor will present the FY2016 Proposed Budget to City Council, after which Council will hold budget workshops. Workshops provide Council Members an opportunity to discuss budgets with department directors and other representatives.

### **1.1 Guidelines for Defining Cost Centers**

Although cost centers may change from one fiscal year to the next, it is important for cost center descriptions and definitions to remain as consistent as possible from year to year. A cost center is defined as a discrete service or group of related services provided by an organizational unit designed to achieve the organization's goals and objectives.

The following factors need to be considered in defining a cost center:

- The end beneficiary of the cost center, such as:
  - the public at large
  - specific segments of the public, and/or
  - other City departments
- A geographical area or facility
- Type of service provided
- Policy directives or legal mandates requiring a service or function

If possible, cost centers should be stand-alone activities. Any proposed changes in cost center definitions will be reviewed by a Finance budget analyst.

<b>NOTE:</b>	Although budget information is summarized for presentation purposes, departments must be prepared to provide budget and performance measure information at the lowest cost center levels.
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### **1.2 Allocating Funding to Cost Centers**

It may be necessary for a department to allocate available funding among various cost centers. Use the following guidelines to allocate funding levels to cost centers for Annual and Monthly Allotments:

- *Direct Allocation* – Direct allocation identifies given items that can be identified as being used exclusively in a specific cost center. This provides the most desirable basis for allocation.
- *Personnel-Related Costs* – Personnel related costs have a direct relationship to the number of personnel involved in a given activity. These costs are allocated to a cost center based upon staffing or personnel service expenditures. Examples are items such as office supplies, operating supplies, overtime, small tools, and telephone costs.

- *Space-Related Costs* – Depending on the character of a given cost center, the amount of space used in an activity can provide a logical basis for the allocation of certain costs. Space rentals, utilities, facilities maintenance, and janitorial services normally fall into this category.
- *Equipment-Related Costs* – In many cost centers, particularly those that are equipment-intensive, a significant portion of costs may be allocated to the units and types of equipment utilized. Fuel, vehicle maintenance, equipment maintenance, equipment rental, and computer supplies are examples of these types of costs.

### **1.3 Business Area Reorganization**

Reorganizations are sometimes requested to update the current structure of a department. Prior approval to proceed with reorganizations must be obtained from the Director of Finance before the budget preparation process. A written request detailing the necessity and outlining the proposed changes in **the current financial and personnel structure** should be submitted to Finance Department for approval.

### **1.4 Submission Schedule**

The submission schedule will be provided under separate communication.

### **1.5 Submission Requirements**

The following requirements apply to all departments:

1. All budget requests must be complete before submitting to the Finance Department.  
**Incomplete submissions will be returned.**
2. All submissions must include a summary highlighting the department's budget. The synopsis should be in the form of a memo from the department director to the Finance Director. The narrative should address the following areas:
  - An overview of the cost centers and operations proposed for FY2016.
  - The impact of the proposed budget on cost centers and service levels.
  - Key objectives and priorities for the fiscal year.
  - Significant changes from FY2015 operations and cost centers (note increases or decreases in cost center service levels).



- Significant changes from FY2015 revenues (include all funds).
  - Any budget issues not addressed in the submission that impact FY2016.
3. All forms in the budget submission should be typed or machine-printed.
  4. Submit **four (4)** complete copies of the proposed budget; **two unbound** and **two bound**.
  5. The proposed budget should be organized by fund number and cost center number, where applicable, for all operating funds, in the following sequence:
    - a) Business Area/Fund Mission, Long-Term and Short-Term Goals
    - b) Business Area Summary: Business Area Summary and Performance Measures
    - c) Division Summary
    - d) Business Area Roster Summary
    - e) Business Area Revenue Summary
    - f) Expenditures Commitment Item Summary
    - g) Submissions should be delivered to your assigned Finance budget analyst by the close of business on their due dates.

## **1.6 Revision Requirements**

### **Minor Revisions**

Inform the Finance budget analyst assigned to your department of all minor revisions such as transposed numbers, minor math errors, and limited grammatical errors.

### **Major Revisions**

Submit **four (4) copies** of all pages that include major budget revisions. **Date all revision pages.**

When revisions are necessary, submit **four (4) copies** of the revision to your Finance budget analyst with a cover memo briefly describing the reasons for the changes.

The flow of FY2016 budget information from data entry to final summarization is as follows:

1. FY2016 personnel costs are entered on the Personnel Detail form. These costs post by cost center to the expenditure form while the FTEs are computed and posted to the cost center level. Both will be shown on the Division Summary form at the division level.
2. Performance measures are entered in the Business Area Summary form and will appear on the Performance Measure report.
3. Total expenditures for a division are taken from the Expenditures form and appear on the printed Division Summary.
4. Revenues, by cost center within business area, are entered on the Revenue form.
5. Department budget highlights are entered on the Business Area Summary form. BudPrep summarizes FY2016 department expenditures automatically on the printed Business Area Summary report.
6. FY2016 Capital Outlay budget amounts are entered on the Expenditure Details form in "Capital Equipment" tab. The totals post to the appropriate budget organization expenditure item.

## **2.0 THE BUDPREP SOFTWARE PACKAGE**

Finance Department will provide the FY2016 version of the budget preparation software package, *BudPrep*, to each department. The software package allows data entry for the following budget forms:

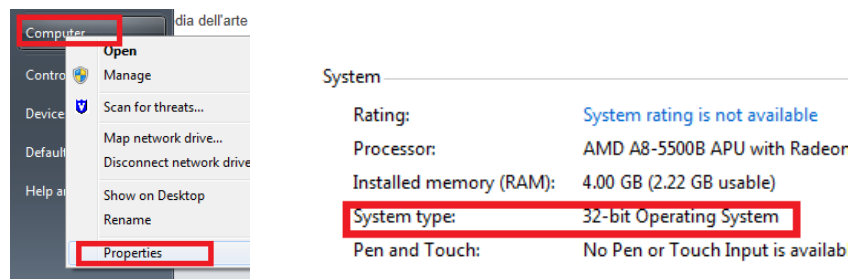
- Department Mission Statement; Business Area Mission Statement
- Departmental Summary: Business Area Summary
- Performance Measures
- Division Summary: Division Description and Summary
- Cost Center FTE: Cost Center FTEs Summary
- Revenue Detail: Revenue Detail by Cost Center
- Expenditure Detail: Expenditure Detail by Cost Center
- Personnel Detail: Proposed Staffing Level and Salary Calculation
- Fund Summary: Fund Center Summary
- Revenue Request Detail: Explanation of Revenue Detail
- Expenditure Request Detail: Explanation of Expenditure Detail
- Form 3: Revenue and Expenditure Explanation for accounts and difference
- Monthly Budget: Monthly Expenditure/Revenue budget

## 2.1 Installing BUDPREP on a Personal Computer (PC)

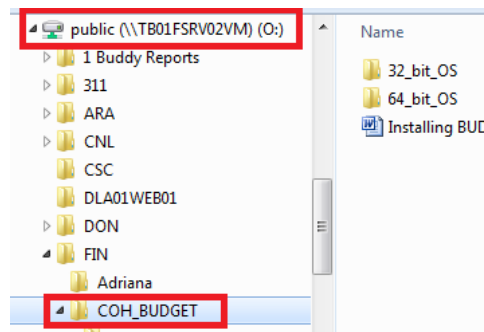
FY2016 BudPrep has been redeveloped with new database server and reporting tools. EVERYONE needs to perform following steps for the completed package installation. There are two types of packages: one is for PC with 32 bit operation system and the other is for 64. Please ask your IT team to assist if you have security issue during installation.

1. Find out OS type for the PC which will run BudPrep:

1. Right click Computer->Properties
2. Check the "System type:" in the middle of the properties screen



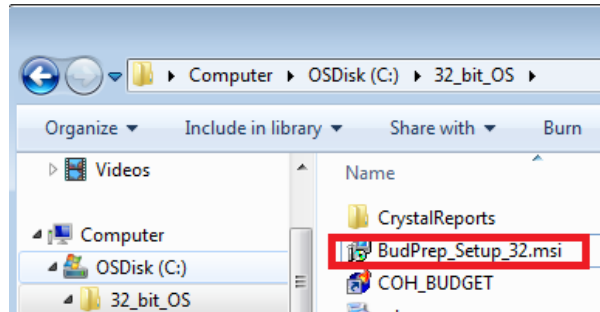
2. Uninstall COH\_Budget thru "Control Panel"
3. Delete **C:\bprep** directory from your local drive if you have previous BudPrep installed.
4. Copy install package from network O (<\\TB01FSRV02VM\Public>) to local PC:



- For 32 bit OS: O:\FIN\COH\_BUDGET\32\_bit\_OS → C:
- For 64 bit OS: O:\FIN\COH\_BUDGET\64\_bit\_OS → C:

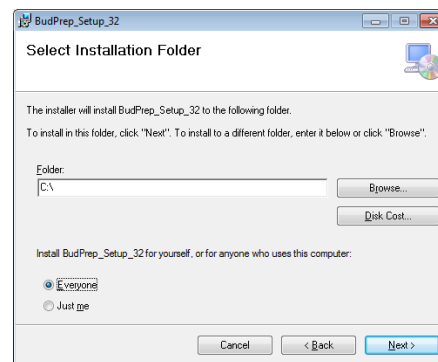
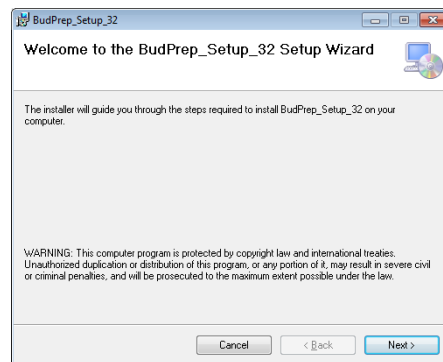
5. Launch the install process based on PC OS type:

- For 32 bit OS: C:\32\_bit\_OS\BudPrep\_Setup\_32.msi
- For 64 bit OS: C:\64\_bit\_OS\BudPrep\_Setup\_64.msi

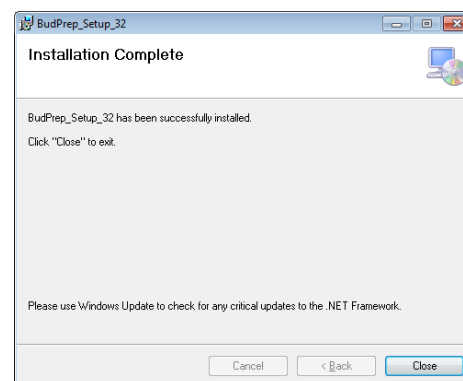
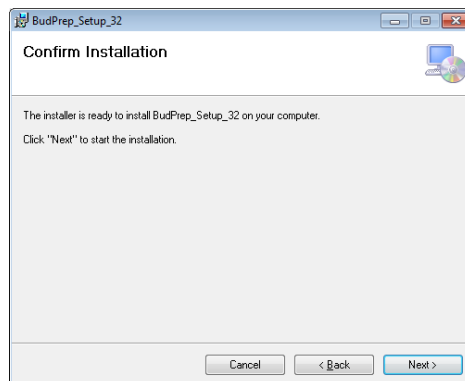


6. Press **“Next”** button in “Welcome to Bud Prep setup wizard” screen.

7. “Select installation Folder” screen, put **“C:\”** as Folder, then click **“Next”** button.

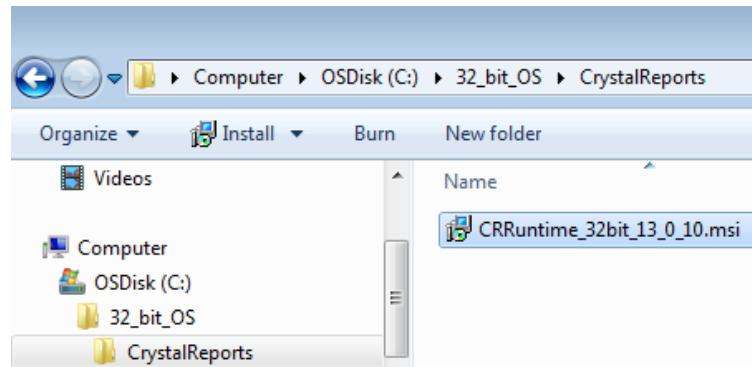


8. Click **“Next”** button in “Confirm Installation” screen. The process takes few minutes. Press **“Close”** button to close COH BUDGET installer.



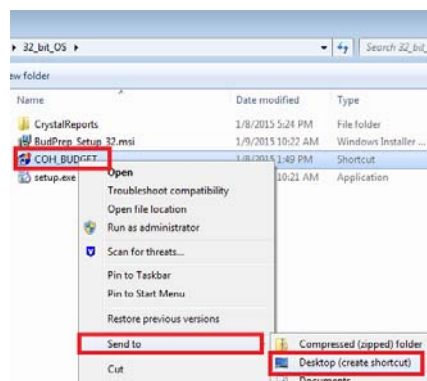
9. Install Crystal Report runtime library by clicking the file in **CrystalReports** folder :

- For 32 bit OS: CrystalReports\CRRuntime\_32bit\_13\_0\_10.msi
- For 64 bit OS: CrystalReports\CRRuntime\_64bit\_13\_0\_10.msi



10. Select **“Next”** to go License Agreement screen. On License Agreement screen, check **“I Agree”** and **“Next”**. Click **“Close”** button to complete the installation.

11. Create shortcut on desktop: Right click COH\_BUDGET shortcut in install folder-> Send To->Desktop



12. Copy Microsoft PowerPacks library to local PC

- 32 bit OS:  
C:\32\_bit\_OS\Microsoft.VisualBasic.PowerPacks.Vs.dll →  
C:\bprep\suds
- 64 bit OS:  
C:\64\_bit\_OS\Microsoft.VisualBasic.PowerPacks.Vs.dll →  
C:\bprep\suds

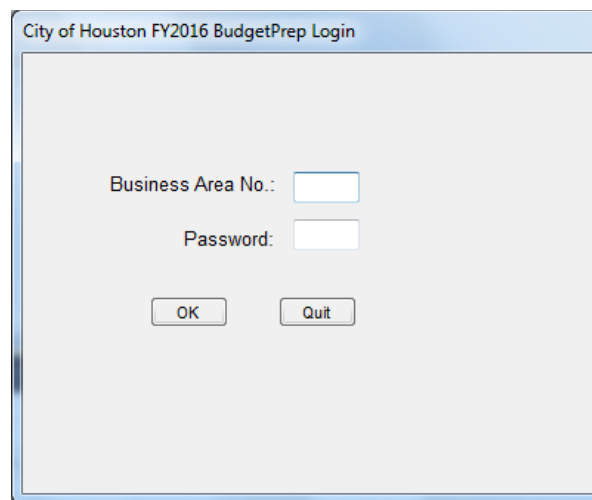
## 2.2 Common Problem

BudPrep does not get updated

1. Check to ensure that *SUDS* is installed under the C:\bprep\suds directory.
2. Check that all sub directories and files under C:\bprep do not have a read only property.
3. Contact your Finance budget analyst if you have any problems or concerns.

## 2.3 Starting BUDPREP

Start *BudPrep* by clicking on the FY2016 Budget icon on your desktop. If you select to run C:\bprep\suds\Budget.exe directly, *BudPrep* will run but you will not get the benefit of the automatic update, which may result in errors in calculations, and the use of improper forms.



When the login screen appears, enter your department number and password then click on OK or press Enter. Use the same password you used last year. If you would like to change your password, contact Julia Zhou via email.



The Main Menu will appear and you are ready to begin entering data.

There are 3 sub menus in Main Menu screen: Budget; Utility and Exit.

- The Budget menu presents a list of all the forms you will use to complete your Budget Request.
- The Utility menu includes the master calc/post procedure and the monthly budget function.
- The Exit menu ends the *BudPrep* session.

To begin preparing your budget request, click on the Fund Number you want to work on from the drop down list of Fund available to you.

### 3.0 COMPLETING THE BUDGET FORMS

#### 3.1 Business Area Summary

The Business Area Summary gives a brief overview of all revenue, expenditure, personnel and department budget highlights. This screen includes: Highlights, Performance Measure and Mission Statement.

- *Budget Highlights*: It is for the new budget and the overtime FTEs for the estimate and current year are the only information entered directly on to the Business Area Summary form. Budget highlights should reflect the operational goals that the budget request will accomplish.

Begin each new highlight line with a lower case "o" followed by a space. This text is limited to 1,000 characters.

The screenshot shows a software window titled "Department Summary" with a menu bar containing "Report" and "Exit". Below the menu bar are two input fields: "1000 -- General Fund" and "6500 -- Administration and Regulatory Affairs". There are three tabs: "Highlights" (selected), "Performance Measure", and "Mission Statement". A table displays budget data for four fiscal years:

	FY2014 Actual	FY2015 Current	FY2015 Estimate	FY2016 Budget
Civilian Overtime Budget	44,075	43,466	40,060	40,060
Civilian Overtime FTEs	0.7	1.1	0.7	0.7

Below the table is a "Save" button. Under the heading "Significant Budget Changes and Highlights", there is a text box containing the following bullet points:

- o The FY2016 Budget provides funding for health benefits, pension contribution
- o In FY2016 a new cost center "Strategic Customer Initiatives" is created in ARA with 3.6 FTEs to define strategies to pivot operations and identify opportunities to develop new services.
- o The FY2016 Budget includes funding of \$134,000 for two personnel in Commercial Permitting and Enforcement cost center for Boarding Home and Pay Day Loan Projects approved by City Council.

Pressing the Update button on the screen will update the Overtime FTEs as reported on the personnel form.

Print the Business Area Summary by selecting Report from the menu. This action will automatically post all necessary screens prior to printing to ensure that current budget amounts are reported. The report will appear on screen for you to review. Press the printer icon to send the report to your printer.

**NOTE:** Reports included in the final budget document are denoted by an asterisk (\*) after their name.

Click on the Exit to return to the main menu.



- Performance Measure:** The Mayor is placing renewed emphasis on performance management in the City and has created a quarterly performance report – **“Performance Insight”** to assist City leaders in better decision making, improve productivity throughout our processes and procedures and increase transparency into the City’s operations. Each month, departments track and submit the progress of budget performance measures to Finance, and the most critical performance indicators (as determined by the Mayor’s Office) are published in the quarterly Performance Insight.

The screenshot shows a web application window titled "Department Summary". It has tabs for "Highlights", "Performance Measure", and "Mission Statement". The "Performance Measure" tab is active. At the top, there are dropdown menus for "1000 - General Fund" and "6500 - Administration and Regulatory Affairs". Below these are buttons for "Report" and "Exit". A red text instruction says "Double click the row header to delete the record". There is an "Add" button on the right. The main table has the following columns: Performance Measure, Priority, FY2014 Actual, FY2015 Current, FY2015 Estimate, FY2016 Budget, and Data\_Source. The table contains several rows of performance data.

Performance Measure	Priority	FY2014 Actual	FY2015 Current	FY2015 Estimate	FY2016 Budget	Data_Source
311 Average Speed of Answer	I.Q	78 sec	90 sec	72 sec	90 sec	311 Call Center
311 Svc Request Submitted via Smartphone or Web	I.Q	N/A	5%	5.2%	5.5%	311 Call Center
Alcohol Site Survey Completion	J	8 days	10 days	7 days	10 days	Regulatory
ARAHouston Permitting Center (HPC) Wait Time	J	13 min	15 min	11 min	15 min	Regulatory
ARAHPC Customer Satisfaction Survey	J	91%	98%	100%	98%	Regulatory
HPC Vehicle-for-Hire Customer Served	Q.P	16,112	N/A	17,165	17,200	Regulatory
New Performance						Data Source

### **Goal-Setting (“FY2016 Budget”):**

Performance measures are a way to justify the budget dollars being considered and establish the service-level expectations for the fiscal year. The goal is to report performance measures that relate directly to the Mayor’s core objectives and the departments’ mission. Goals should be aggressive and logical, taking into account factors such as expected population growth, program changes, human and financial resources, historical trends, etc.

BudPrep will be populated with the performance measures that you send to Finance on a monthly basis by department and by fund. Please consult with Jesse Bounds (832.393.9095) prior to making any changes to existing performance measures (those departments submit to Finance on a monthly basis). We encourage departments to add measures if the measure would help guide management decisions, gauge productivity and/or increase transparency. There are enough lines for 20 measures per fund and measure text boxes allow 100 characters each.

**Narratives:**

It's important to understand what is being measured to add context, increase transparency and explain nuances or exceptions. We have already described the City's core ("Priority 1") performance indicators for the published Performance Insight report, and we will begin hosting the non-core or operational-level performance measures online in the FY2016. Please update your performance measures with a brief but thorough description of what is being measured in the following syntax:

Measures the (average/rate of/number of) what, where, when, how. Goal: (Increase/Decrease/Maintain) Why.

**Example:***311 Average Speed of Answer*

*Measures the average wait time (in seconds) for a caller to reach a 311 service representative from the time the caller is initially placed in queue. Goal: Reduce caller wait time.*

Narratives will be available for the public to view online so please edit and be as specific as possible.

- Mission statement and its short and long-term goals should be entered on the Business Area Mission Statement screen.

The screenshot shows a web application window titled "Department Summary". It has a menu bar with "Report" and "Exit". Below the menu bar, there are two tabs: "1000 -- General Fund" and "6500 -- Administration and Regulatory Affairs". Underneath, there are three sub-tabs: "Highlights", "Performance Measure", and "Mission Statement". The "Mission Statement" tab is active, showing a text area with the following content:

**Mission Statement**

ARA provides efficient and logical solutions to administrative and regulatory challenges. Our goal is to provide increasing value to Houston via a customer-driven team that pursues continual improvement to operational efficiency and service excellence.

**Short-Term goals**

- (1) Apply Lean Six Sigma methodology to business process improvement exercises for permits issued by Transportation (vehicles for hire), Commercial Permitting & Parking Management.
- (2) Amend Chapter 46 of the Code of Ordinances to improve vehicle-for-hire services in Houston.
- (3) Continue enhancements to 311 Help & Information to develop additional two-way communication functions between 311 and citizens; develop additional service requests for more department feedback.
- (4) Continue the transformation of BARC successfully; build the new adoption center; increase citizen participation in pet licensing; continue legendary service initiative; expand Healthy Pets/Healthy Streets initiative.
- (5) Assist PWL in getting Downtown Parking Signage Plan back on track for timely completion.

**Long-Term goals**

- (1) Transform BARC into the top municipal Animal Shelter and Adoptions Center in the United States.
- (2) Transform 311 Help & Information into the top municipal citizen engagement center in the United States.
- (3) Transform vehicle-for-hire industry in Houston through technology, training and economic initiatives.
- (4) Identify and implement cost-effective technology solutions to facilitate Parking Management's ability to provide wayfinding and parking availability information to customers; leverage Parking Management infrastructure for economic development purposes.

A "Save" button is located in the top right corner of the Mission Statement section.

The text in each section is limited to 1,250 characters. To avoid losing your work, edit the data so it fits into the allocated spaces.

The completed form can be printed by selecting “Reports” from the Menu Bar. The report will be presented on screen. Click the printer icon to send it to your printer.

**NOTE:** Whenever you select the report option on a form that will appear in the final budget book, a pop-up will appear asking for the section and page number. This information is optional. If you do complete the page number, the printed form(s) will start with that number. If you do not enter a page number the report will start with page “0”. This pop-up does NOT appear when printing forms that will not be included in the budget book.

### 3.2 Division Summary

The Division Summary screen is used to combine cost centers with similar objectives into divisions for reporting purposes only. These divisions do not actually exist in any of the City’s financial systems. Their only function is to present consolidated, more meaningful information in the budget document.

Select **Division Summary** from the Budget submenu.

	FY2014 Actual	FY2015 Current	FY2015 Estimate	FY2016 Budget
Civilian FTEs	42.90	46.1	44.5	48.8
Classified FTEs	0.0	0.0	0.0	0.0
Cadet FTEs	0.0	0.0	0.0	0.0
Total FTEs	42.9	46.1	44.5	48.8
Expenditure	0	0	0	0

Division	Cost Center	Cost Center Name
650003	6500010001	ARA - Director's Office
650001		Director's Office
650003		Regulatory Services
650005		Administrative Services
650006		Operations
650007		Payroll Services
650008		BARC
659999		Transferred Out

Pick a division from division drop down box Enter Description for the division. The Description text box allows 400 characters.

Budgeted FTE and expenditure data is automatically added to the form from the cost centers and expenditure lines and cannot be entered on to the Division Summary.

Departments can change the cost center rollup by clicking the division cell in “Rollup Cost Centers” box. When the division list popup, a new division can be selected to assign to the cost center.

### 3.3 Cost Center FTEs

The Cost Center FTEs reflects the staff activities of a business area by cost center. In this screen, the department will enter the Current and Estimate FTEs in this area.

To access the Cost Center FTEs form, select Budget from the Main Menu, then select Cost Center FTEs from the Budget sub menu.

Choose the cost center you wish to work on from the drop-down box.

The screenshot shows the 'Cost Center FTEs' window. At the top, there are tabs for 'Civilian FTEs', 'Classified FTEs', and 'Cadet FTEs'. Below the tabs is a table with columns: Division, Cost Center, Cost Center Name, FY2014 Actual, and five empty columns for estimates. The table lists various cost centers under Division 650003 and 659999. At the bottom, a 'Total' row shows the sum of the columns: 239.6, 209.6, 207.4, 202.3, and 209.6.

Division	Cost Center	Cost Center Name	FY2014 Actual					
650003	6500010001	ARA - Director's Office	3.3	8.0	5.0	4.5	8.0	
650001	6500010002	ARA - TIRZ	0.0	0.0	0.0	0.0	0.0	
650001	6500010004	ARA - Strategic Customer Initiatives	0.0	3.6	0.0	0.0	3.6	
650001	6500020001	ARA - SPD	38.0	0.0	0.0	0.0	0.0	
650003	6500030001	ARA - Transportation	11.4	12.9	13.3	12.0	12.9	
650003	6500030002	ARA - Franchise Administration	6.9	3.9	5.0	5.0	3.9	
650003	6500030003	ARA - Commercial Permitting	21.3	21.0	19.8	20.1	21.0	
659999	6500030004	ARA - Shipping & Receiving	0.0	0.0	0.0	0.0	0.0	
650003	6500030005	ARA - Burglar Alarm Permitting	0.0	3.0	3.0	2.9	3.0	
650003	6500040001	ARA - Budget & Evaluation	0.0	0.0	0.0	0.0	0.0	
659999	6500040002	ARA - City Council Administrative Support	0.0	0.0	0.0	0.0	0.0	
659999	6500050001	ARA - Grants/Assets Management	0.0	0.0	0.0	0.0	0.0	
650005	6500050002	ARA - Central Services	0.0	0.0	0.0	0.0	0.0	
659999	6500050003	ARA - Insurance Management	0.0	0.0	0.0	0.0	0.0	
659999	6500060001	ARA - x and Accounting	0.0	0.0	0.0	0.0	0.0	
659999	6500060002	ARA - Auditing	0.0	0.0	0.0	0.0	0.0	
659999	6500060003	F&A - Property and Disposal Management	0.0	0.0	0.0	0.0	0.0	
659999	6500060004	ARA - Print Shop	0.0	0.0	0.0	0.0	0.0	
<b>Total</b>			<b>239.6</b>	<b>209.6</b>	<b>207.4</b>	<b>202.3</b>	<b>209.6</b>	

Functions:

**Calc Post:** Recalc new budgeted FTEs from personnel details.

**Export:** This button will export FTE data into an Excel file.

**CC Form:** Link to SAP portal for cost center/group maintenance form downloads.

**For any cost center/group name change or setup, please fill up above form and send to Finance Director office for approval.**

The data with grey background can't be edited. FY2016 FTEs are calculated based on personnel detail information. FY2014 Actual FTEs are loaded from SAP YTD FTEs data.

### **3.4 Revenue Items**

The Revenue Detail screen contains business area revenue detail by commitment item for each cost center. Only the non-grayed out column can be changed by department:

- FY2014 Actual: SAP FY2014 period 12 data (CAFR). Only can be edited by Finance department.
- FY2015 Adopted: FY2015 adopted budget. Not editable.
- FY2015 Current: Current FY2015 budget which is loaded with its adopted budget. This will be refreshed with SAP period10 data to agree with April MFOR when it is available.
- FY2015 Estimate: Current year estimate budget from department. Finance department will adjust the amount to match April MFOR when it is available
- FY2016 New: New budget request from department.

Revenue Detail

Report Data Transfer Exit

1000 -- General Fund Cost Center: 5500030001 ARA - Transportation

6500 -- Administration and Regulatory Affairs Division: 650003

Double Click Row Header to Delete the Item

Add Export

Commit Item	Description	FY2014 Actual	FY2015 Adopted	FY2015 Current	FY2015 Estimate	FY2016 Budget
421220	School Bus Licenses & Permits	37,157	32,425	37,522	32,425	32,425
421230	Taxicab Licenses & Permits	1,288,581	1,327,420	1,311,027	1,327,420	1,327,420
421570	Limousine Permits	914,992	870,958	805,328	870,958	870,958
421580	Charter Bus Permits	174,304	142,323	140,564	142,323	142,323
421600	Jitney Permit & Inspection Fees	4,536	4,881	4,345	4,881	4,881
421610	Low Speed Shuttle Permit/Inspection ...	1,343	1,852	0	1,852	1,852
421620	Pedicab Permits & Inspection Fees	15,580	9,067	9,219	9,067	9,067
421630	Administrative Fee - Licenses & Permits	183,263	171,441	163,910	171,441	171,441
424110	Other Interfund Services	2,535	0	0	0	0
426240	Limousine Inspection Fees	103,392	90,716	83,926	90,716	90,716
<b>Cost Center Total</b>		2,725,683	2,651,083	2,555,841	2,651,083	2,651,083
<b>Business Area Total</b>		202,073,888	202,073,888	204,386,050	201,412,345	201,412,345

Totals for the currently viewed cost center and the business area are shown at the bottom of the page. Select the cost center from the drop down button.

Functions:

- Add Record: Click “Add” button to add a new revenue record to the current Cost Center

Add Account

Select Account:

411010 Incremental Property Tax

OK Cancel

- Select the commitment item you want to add from the available items in the drop down.
- Press the “OK” button to add the record. It will be added in proper numerical order.

**NOTE:** If the item you want to add is not in the drop down, contact Julia Zhou at 832-393-9065.

- Delete a record: Double click the row header of the record. The record will be removed only if all the columns have zero amounts.
- Export: Extract data into an Excel worksheet on your hard drive.
- Data Transfer: Download/Upload Estimate or New Budget data to/from an Excel file.
- Report: Displays revenue details for the department.

**NOTE:** When entering revenue or expenditure data into *BudPrep* be sure to enter the amount as an integer. If you attempt to enter a decimal (.) and cents, *BudPrep* will display an error message and block the edit.

### 3.5 Expenditure Items

The Expenditure Item form contains business area expenditure details by commitment item for each cost center. Select the cost center you want to work on from the drop-down. Enter FY2016 New budget amount. Budget amount for certain personnel, restricted account and capital equipment will be entered by system from other form/screen during calc and post operations. That item's budget amount is grayed out in the new budget column.

There are two tabs in this screen. Each time tabs are switched by user, the system will post total capital equipment cost to their expenditure item.

1. *Expenditure*: List all line items for the Business Area

Obj	SOEIS	FY2014 Actual	FY2015 Adopted	FY2015 Current	FY2015 Estimate	FY2016 Budget
501000	Salary-Basic Cost	308,720	211,619	545,098	531,357	211,619
501050	Employee Awards	3,475	4,000	4,000	4,000	4,000
501070	Pension Cost	65,795	53,667	122,652	122,472	53,667
501120	Term Pay Cost	22,871	10	0	0	10
502010	FICA Cost	21,832	16,191	38,067	37,016	16,191
503010	Health Ins-Aut Cost	24,007	51,663	33,927	31,922	51,663
503015	Basic Life Ins-Aut C	180	121	422	276	121
503060	Long Term Disability Cost	292	680	425	425	680
503090	Workers Comp-Cost Adm	680	2,996	1,199	1,199	2,996
504030	Unemployment Claims - Admin	386	0	25,746	10,000	0
511045	Computer Supplies	4,545	0	0	0	0
511060	Paper & Printing Sply	315	324	324	324	324
511065	Pub & Printed Mats	807	0	0	0	0
511067	Postage	22,348	20,700	20,700	20,700	20,700
511070	Misc Office Supplies	5,984	5,400	5,400	5,400	5,400
511110	Fuel	0	219	200	200	219
511125	Food Supplies	186	0	0	0	0
511150	Misc Parts & Supplies	2,811	4,500	4,500	4,500	4,500
<b>Cost Center Total</b>		<b>1,116,895</b>	<b>1,967,938</b>	<b>1,383,659</b>	<b>1,347,720</b>	<b>1,967,938</b>
<b>Department Total</b>		<b>27,345,670</b>	<b>29,475,194</b>	<b>29,910,707</b>	<b>29,910,707</b>	<b>29,475,194</b>

- FY2014 Actual: SAP FY2014 period 12 data (CAFR). Only can be edited by Finance department.
- FY2015 Adopted: FY2015 adopted budget. Not editable.
- FY2015 Current: Current FY2015 budget which is loaded with its adopted budget. This will be refreshed by SAP period10 data to agree with April MFOR when it is available.
- FY2015 Estimate: Current year estimate budget from department. Finance department will adjust the amount to match April MFOR when it is available.
- FY2016 New: New budget request from department.

#### Functions:

- Add Record: Click “Add” button to add a new line item to the current cost center

Add Account

Select Account:

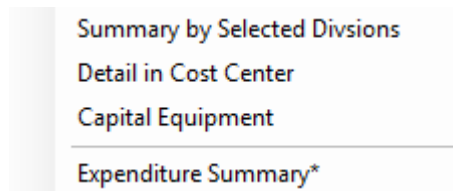
500015 HOPE Union Business Leave

OK Cancel

**NOTE:** If the item you want to add is not in the drop down, contact Julia Zhou at 832-393-9065.



- Delete a record: Double click the row header of the record. The record will be removed only if all the columns have zero amounts.
- Export: Extract data into an Excel worksheet on your hard drive.
- Data Transfer: Download/Upload Estimate or New Budget data to/from an Excel file.
- Report: Display cost center details, capital equipment list and business area/division expenditure summary.



- Calc. Post: Calculate salaries, overtime and fringe benefit amount from Personnel form.
- The “Data Transfer” menu item lets users download/upload FY2015 Estimate/FY2016 budget to/from Excel file.

Since some accounts are calc items, such as base Salary Base Pay, FICA and etc., BudPrep will run calc and post procedure after the data is imported from Excel to ensure the data correction.

## 2. Capital Equipment: Contain cost details for capital equipment account:

The Capital Equipment Form used to budget all proposed qualifying capital equipment purchases out of the Operating Fund.

The following definitions apply to all fund centers:

### **Definitions:**

**EQUIPMENT** - A tangible item with an expected useful life of more than one year and having a unit cost equal to or greater than \$1,000. Equipment can be either Capital or Non-Capital but cannot be a repair part.

**CAPITAL EQUIPMENT** - A tangible item with an expected useful life greater than one year and a unit cost greater than \$5,000. Items meeting this definition **must** be budgeted and purchased from the **560** appropriations.

**NON-CAPITAL EQUIPMENT** - A tangible item with an expected useful life greater than one year and a unit cost of \$5,000 or less, but equal to or greater than \$1,000. Items meeting this definition **must** be budgeted and purchased from the **550** appropriations.

**EXCEPTION TO MINIMUM COST** - All **computers** and **related peripherals** are considered non-capital equipment and must be purchased from the **550** appropriation, if they have a useful life greater than one year and cost \$5,000 or less.

**SUPPLY ITEM** - A tangible item with an expected useful life of less than one year with a unit cost less than \$1,000; or a repair part of any value. Items meeting this definition **must** be purchased from the **510** appropriations.

**REPAIR PART** - A tangible item installed in another tangible item to restore operating capacity. A repair part does not increase the life expectancy of equipment or improve its capacity. A repair part regardless of cost is classified as a supply item. Items meeting this definition **must** be purchased from the **510** appropriations.

**BETTERMENT** - A tangible item used to increase the performance and add to the life expectancy of another tangible item. Betterment may be classified as either equipment or supply, depending on the original item and the betterment together, meeting the life expectancy and unit cost tests.

**ASSET SYSTEM** - Multiple property sub-units, which function together as a single unit. An asset system may be classified as either equipment or supply, depending on the entire asset system unit meeting the life expectancy and unit cost tests.

**GROUP ASSET** - Multiple property sub-units of like items such as stacking chairs. A group asset may be classified as either equipment or supply, depending on the entire group asset meeting the life expectancy and unit cost tests.

**COMPONENT ASSET** - Individual fixed assets, which can function independently, but are related to/associated with a larger property unit for management or control purposes. A component asset may be classified as either equipment or supply, depending on the individual components meeting the life expectancy and unit cost tests.

Refer to the **FY2016 Equipment Summary Matrix** on page iv for additional guidance.

Capital Equipment screen is the place to enter the details for the request.

Expenditure Details

Report Data Transfer Exit

1000 -- General Fund Cost Center: 6500010001 Division: 650003 Add Calc Post

6500 -- Administration and Regulatory Affairs ARA - Director's Office Export Cap Equip

Double Click Row Header to Delete the Item

Acct	Description	QTY	Unit Cost	Total Cost	Rolling Stock	Priority	Add / Replace	Carryover	Notes
551010	Non-Capital Office Furniture & ...	1	2,000	2,000		1	R	N	For New Staff
551010	Non-Capital Office Furniture & ...	0	0	0		0	A	N	
551010	Non-Capital Office Furniture & ...	0	0	0		0	A	N	
551015	Non Capital Computer Equipm...	1	800	800		2	R	N	For New Staff

Cost Center Total 1,116,885 1,067,508 1,383,659 1,347,720 1,078,712

Department Total 27,745,670 29,475,194 25,910,797 25,910,797 29,496,398

### Functions:

- Add Record: Click "Add" button to add record with following default value in the screen:
  - Acct: 551010
  - QTY: quantity is 1
  - Unit Cost: 0
  - Priority: 0
  - Add/Replace: Add (A)
  - Carrover: No(N)
  - Notes: empty

To change those default settings, just point to the record and edit the value. For account change, click the account cell and select desired account from drop down list.

Expenditure Details

Report Data Transfer Exit

1000 - General Fund Cost Center: 6500010001 Division: 650003 Add Calc. Post

6500 - Administration and Regulatory Affairs ARA - Director's Office Export Cap. Equip.

Double Click Row Header to Delete the Item

Acct	Description	QTY	Unit Cost	Total Cost	Rolling Stock	Priority	Add / Replace	Carryover	Notes
551010	Non-Capital Office Furniture & ...	1	2,000	2,000			1 R	N	For New Staff
560220	AMS Fix Assets Revers			0	AERIFIER, CORE		0 A	N	
551010	Non-Capital Office Furniture & Equipment			0			0 A	N	
551015	Non-Capital Computer Equipment			300			2 R	N	For New Staff
551020	Non-Capital Communication Equipment								
551025	Non-Capital Scientific/Medical Equipment								
551030	Non-Capital Machinery & Equipment								
551035	Non-Capital Library books								
551040	Non-Capital Other								
551045	Non-Capital Vehicles/Rolling Stock								
551810	Non-Cap Controlled Equipment - Bk01								
560010	Land								
560110	Right of Way								
560120	Capital Exp-Building and Bldg Improvement								
560130	Building Associated with Capital Lease								
560140	Improvements other than Buildings								
560210	Furniture Fixtures and Equipment								
560220	Vehicles								
560230	Computer HW and Developed SW								
560240	Communication Equipment								
560260	Infrastructure								
560270	Rights								

Cost Center Total	1,116,885	1,067,508	1,383,659	1,347,720	1,078,712
Department Total	27,745,670	29,475,194	25,910,797	25,910,797	29,486,398

Likewise, the form requires you to enter a rating in the "Priority" field. This should represent the Priority at the Department level, NOT the individual cost center level.

Each equipment item requested on the Capital Equipment form must include information identifying it as a new added(A) item or a replacement(R) item. Replacement items must include the Fixed Asset Identification Number (City of Houston Asset Tag Number) of the asset to be replaced.

Select the appropriate commitment item from the drop down list of available items. You cannot type the number in. If the item you want to use is a valid number and not in the list, contact Julia Zhou for assistance. *BudPrep* will supply the commitment item name for you.

If the item is rolling stock (Account: 560220), a drop down list of descriptions will appear while clicking the "Rolling Stock" cell, Select the appropriate description for the item for additional info. You may change the quantity and system will re-compute the "Total Cost", which is the amount that will be transferred to the expenditure form.

- Delete Record: Double click the row header of the record, and press "Yes" to confirm.
- Export Cap. Equip: Export capital equipment detail to Excel file.

**NOTE:** Equipment items that are proposed to be purchased through the Equipment Acquisition Program for General Fund departments will not be included as part of the department's FY2016 operating budget and do not post to any budget forms. However, they **MUST** be entered on the Capital Equipment screen.

### 3.6 Personnel

The Personnel Form contains a record for every active employee in the payroll system at the time *BudPrep* is distributed to the departments.

To protect the personnel data sensitivity, Personnel Details screen is password protected. Each department needs to send an authorized users list to the Finance Department for password assignment.

Fund	Cost Center	EMP ID	Name	Type	Job Code	Title	Base Pay	LINGV	Pay Period	FTE	Salary	Ins Code	Bling	Over Time	Incent	Asg Pay	Cloth
1000	6500030002	098957	DAVIS, ERNEST BRU	CI	3042	SENIOR STAFF ...	2,000	44	26.1	1.0	53,348	KCC	0	0	0	0	0
1000	6500030002	102762	OLGUIN, JUAN FRA	CI	3062	ASSISTANT DIR...	2,000	40	26.1	1.0	53,244	KCE	0	0	0	0	0
1000	6500030002	108679	SALAZAR, ROSALIN...	CI	3042	SENIOR STAFF ...	2,000	36	26.1	1.0	53,140	KCE	0	0	0	0	0
1000	6500030002	141076	YAHYA, NAELAH ALI	CI	3041	STAFF ANALYST	2,000	6	26.1	1.0	52,357	KCE	0	0	0	0	0
1000	6500030002	150355	RODRIGUEZ-WELL...	CI	8863	CUSTOMER SE...	2,000	20	26.1	1.0	52,722	KCC	0	0	0	0	0
1000	6500030002	BILCI6...	BILCI6500030002	CI	9910	BILINGUAL PAY ...	0	0	1.0	0.0	0	NA	1,808	0	0	0	0
1000	6500030002	HPFT...	HPFT6500030002	CI	9999	HOPE INCREAS...	10,854	0	1.0	0.0	10,854	NA	0	0	0	0	0
1000	6500030002	OTCI6...	OTCI6500030002	CI	9904	CIVILIAN OVER...	0	0	1.0	0.0	0	NA	0	0	0	0	0
1000	6500030002	PMPCI...	PMPCI6500030002	CI	9945	PREMIUM PAY	0	0	1.0	0.0	0	NA	0	0	0	0	0
1000	6500030002	VFCI6...	VFCI6500030002	CI	9993	VACANCY CIVILI...	-83,228	0	1.0	-1.6	-83,228	NA	0	0	0	0	0

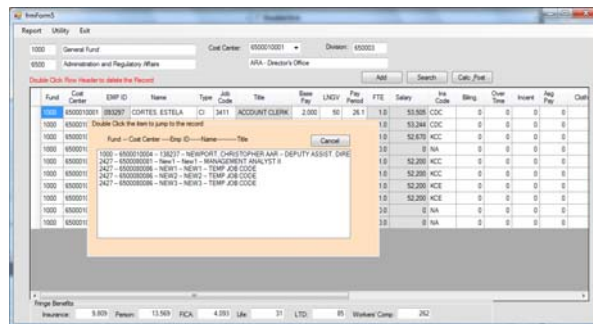
Fringe Benefits  
 Insurance: 9,745    Pension: 13,529    FICA: 4,081    Life: 31    LTD: 85    Workers' Comp: 262

The Fringe Benefits box at the bottom of the screen lists the information which is calculated by system and is not editable.

Functions:

- Edit the employee's info: Fund, Cost Center
  - **Fund:** Budget fund number
  - **Cost Center:** Budget cost center
  - **Emp Name:** Employee Name
  - **Emp Type:** Employee Type

- **Job Code:** Employee Job Class and Description
  - **Ins Code:** Insurance coverage
  - **Pay Period:** Number of pay periods the employee is budgeted for
  - **Base Pay:** Employee's base salary for each pay period
  - **Longevity:** Longevity pay for each pay period
  - **Position:** Position number. For new added employee, BudPrep uses Emp ID as its temporary Position Number
  - **Description:** Position description
- Delete a record by double click the record header
  - Search the person in department by EMP ID or Name. When you only enter the first part of the employee's name or Emp ID, the system will bring back a list of records which matches search criteria. You can jump the personnel details screen for the employee by clicking one of the result records. If clicked record has a different fund number with the one you are currently working on, please go back to the main screen to change the fund number first.



- Calc & Post: Kick out Master Calc & Post for the department
- Move records inside department: By changing fund and/or cost center, the record can be moved from fund/cost center to another fund/cost center inside the department.

1000	General Fund	6E
6500	Administration and Regulatory Affairs	AF

Fund	Cost Center	EMP ID	Name	Type
1000	6500010001	138237	NEWPORT, CH...	CI
1000	General Fund		ASPC16500010001	CI
1002	Central Service Revolving Fund		3ILCI6500010001	CI
1004	Property & Casualty Fund		4DAY6500010001	CI
2427	BARC Special Revenue		4PFT6500010001	CI
8700	Parking Management			

- Add Record: “Add” button will let user to add records based on the type of select. If a New position, Seasonal position or Cadet is selected, only one record will be added in the current cost center. Otherwise the selected non-personnel record will be added to each cost center, such as Overtime, Vacancy Factor, Bilingual Pay, etc. Those records will be assigned default value:
  - Insurance: NA
  - Pay Period: 1



Under Utility menu, following functions are available:

- Add multiple positions to the current cost center:

User can add multiple New, Seasonal and Cadet Positions. This option will prompt user for:

- **Number of Position(s):** the total number of records will be added
- **Emp ID to be Modeled After:** this employee's basic information will be used to populate for new records, such as fund, cost center, base pay, job code, number of pay periods and insurance. If system can't find the employee ID for the model, default value will be used:
  - **Fund:** current fund number
  - **Cost Center:** current cost center
  - **Type:** CI - Civilian
  - **Job Code:** 0000 – Temp Job Code
  - **Base Pay:** 0
  - **Insurance:** NA
  - **Pay Period:** 26.1

Add Multiple Position in the Cost Center

Employee Type: ☒ New

Number of Position:

Emp ID to be Modeled After:

(Same Fund, CC, Title, Salary, Pay Period, and Insurance)

- Export the personnel detail or roster information to an Excel file on your local drive or network.

Use the Reports menu to print information for:

Personnel Detail (Legal size with Position No) ▶

Roster ▶

New Position List

Seasonal Position List

---

Business Area Roster\*

- **Personnel Detail:** list personnel information for all business areas, Current division or current cost center.
- **Roster:** report the Business Area roster data for each Cost Center or Division.
- **New Position/Seasonal Position:** detail budgeted data for business area.



### 3.7 Fund Center Summary

The Fund Center Summary Form is used by Non-General Fund business area only.

Different funds may have different way to categorize their revenues and expenditures. Most of those categories are updated automatically by totaling the expenditures entered on the revenue and expenditure screen. Only few of them and following items need be input from screen:

- Restricted Beginning Fund Balance
- Beginning Fund Balance

The ending fund balance is calculated and carried forward to the beginning fund balance of next year.

Functions:

- Calculate: Refresh the number from the expenditure and revenue side and re-calc the total on the

	FY2015 Current	FY2015 Estimate	FY2016 Budget
Restricted Beginning Fund Bal		0	0
Beginning Fund Balance	2,929,177	2,929,177	1,890,542
Current Revenues	18,783,918	18,187,327	18,313,107
Developer Advances	0	0	0
Bond Proceeds	0	0	0
Loan Proceeds	0	0	0
Provision for Bad Debt	0	0	0
<b>Total Available Resources</b>	<b>21,713,095</b>	<b>21,116,504</b>	<b>20,003,709</b>
Maintenance and Operations	11,800,120	10,408,515	11,330,079
Debt Service	1,519,447	1,519,447	1,573,630
Other Interfund Transfers	7,500,000	7,500,000	7,000,000
Capital Expenditure	0	0	0
Renew/Repl-Cap Equip/Repar	0	0	0
<b>Total Expenditures</b>	<b>20,819,567</b>	<b>19,427,962</b>	<b>20,003,709</b>
Restricted Fund Equity	0	0	0
Planned Ending Fund Balance	837,518	1,890,542	0
<b>Total Budget</b>	<b>21,713,095</b>	<b>21,116,504</b>	<b>20,003,709</b>

**Fund Narrative**

The Parking Management Operating Fund was reclassified as a Special Revenue Fund in FY2011. This fund supports the activities of the Parking Management Division. This division is also responsible for the enforcement of ordinances that govern vehicles parked in the public right-of-way and the management and distribution of a variety of permits.

The Parking Management Division is dedicated to enhancing the quality of life for residents and visitors of the City of Houston by encouraging the efficient movement of people and goods throughout the City. Parking Management is responsible for managing and providing on-street parking alternatives to the citizens in the greater Houston area and all downtown employees parking and transit administration.

- Narrative: Bring the narrative screen up for reviewing or editing.
- Report: Display fund summary report.

### 3.8 Revenue Request Detail

The Revenue Request Detail form presents all revenue items in the department by commitment item and by Cost Center that have a new budget amount more than \$5,000 (default). To change the default setting, Filter-> Enter the variance between the new budget and the current year estimate.

Revenue Request Detail

Report Exit

8700 -- Parking Management 6500090001 ARA- Parking Customer Services Filter

6500 -- Administration and Regulatory Affairs

621280 Other Licenses & Permits

	FY2015 Current		FY2015 Estimate		FY2016 Budget	
	Units	Rates	Units	Rates	Units	Rates
Class A Permit	92	\$1,284.60	78	\$1,284.60	70	\$1,284.60
Class B Permit	302	\$321.15	300	\$321.15	310	\$321.15
Class C Permit	227	\$160.57	227	\$160.57	227	\$160.57
Class D Permit	11	\$26.75	25	\$26.75	15	\$26.75

Describe Causes and Assumptions Underlying Proposed Changes in Unit of Service From Prior Fiscal Year

The operator may apply for any of four (4) offered Permits- Class A (\$1,284.60); Class B (\$321.15); Class C (\$160.57) or Class D (\$26.75). Any change in mix of approved Permit Class designation impacts revenue potential. Lower FY15 Budget is attributed to more customers favoring Class B or C Permits over Class A Permits because of the price.

Describe Assumptions Underlying Any Proposed Changes in Rates From Prior Fiscal Year

The FY2014 change in rate is based on allowable CPI - Consumer Price Index

Describe Any Seasonal or Other Fluctuation in Revenue Generation

Cost Fully Recovered(Y/N)? N

Items with the change from estimate to new budget over \$5,000

Pick a cost center from the drop down button, and then make a selection from the commitment item drop down box. Update the information regarding the estimated units of service and revenue generated per unit of service for each commitment item. Also, explain the assumptions concerning changes in units of service, rate per unit and other fluctuations in revenue generation. Finally, answer "Y" or "N" as to whether or not costs pertaining to this item are fully recovered by the fees.

Functions:

- Filter: Reset the filter based on department need (Submission package's filter is \$5,000).
- Report: Display all revenues request detail for business area.

### 3.9 Expenditure Request Detail

The Expenditure Request Detail form presents all expenditure items at:

- Cost Center Level: When the variance for budget vs estimate is over 5,000 and 10%
- Business Area: When the variance between budget and the estimate is over \$10,000 and 3%.

The variance filter can be changed at cost center level only: Filter->Enter the amount and rate.

Account	Description	FY2015 Current	FY2015 Estimate	FY2016 Budget	%	Justification
500010	Salary Base Pay - Civilian	1,130,964	1,033,634	1,150,207	11.28	FY2015 increase includes two (2) additional positions (Accountant & Customer Service Rep 1).
501070	Pension - Civilian	256,614	241,547	291,692	20.76	Cost associated with base pay.
502010	FICA - Civilian	86,332	79,073	89,457	13.13	Cost associated with base pay.
504030	Unemployment Claims - Administration	0	6,000	0	-100.00	We do not anticipate any unemployment claims in FY16.
511050	Paper & Printing Supplies	20,350	2,000	22,000	1,000.00	FY16 Budget increased from Kinley Horn Recommendations.
511110	Fuel	1,000	2,000	26,415	1,220.75	Restricted account. Budget distributed by Finance Department.
511120	Clothing	1,700	1,700	8,500	400.00	FY16 Budget increased for New clothing needed as a result of Kinley Horn Branding.
520100	Temporary Personnel Services	15,000	21,000	15,000	-28.57	Higher FY14 estimate is for one CSR in Customer Services Division.
520110	Management Consulting Services	132,000	132,000	245,527	68.18	FY16 Budget increased for Kinley Horn, Graphic Designer, and T2 consultant visit.
520112	Banking Services	85,203	40,000	85,203	113.01	FY2015 estimate includes 6 months of banking services credits plus remaining 6 months assessed service fees. FY2015 requested funding at 12 months service fees 6
520126	Construction Site Work Services	13,396	13,000	28,396	118.43	FY2016 Budget increased for lobby reconstruction.
520128	Other Construction Work Services	21,550	20,000	30,000	50.00	FY2016 Budget increase for 2020 McKinney projects (interior walls and HVAC).
520510	Mail/Delivery Services	145,320	150,000	165,000	10.00	Anticipated more mail usage for FY2016.
633306	Indirect Cost Services - Budget	633,613	633,613	1,333,336	145.30	FY2015 increase per Finance Dept Indirect Cost Allocation

Report menu will let user print request for business area or for each cost center

### 3.10 Form3

Forms are the place to hold supplementary information about accounts and explanation for budget vs. estimates variance. Those notes can also be imported and exported from/to Excel files. By clicking the tab on the screen, user can switch between revenue and expenditure.

Acct	Description	Account Explanation	FY2015 Current	FY2015 Estimate	FY2016 Budget	Variance	Difference Explanation
500010	Salary Base Pay - Civilian	Earned value of time worked	9,724,790	9,613,595	10,751,375	1,137,820	Budget includes the following two additional em.
500020	Salary Base Pay - Classified		0	0	0	0	
500030	Salary Part Time - Civilian	Base pay rate a parttime e...	412,580	398,107	536,377	137,270	FY16 budget is for 20 FT employees in 311 Cal
500060	Overtime - Civilian	Time worked in excess of th...	43,466	40,060	40,060	0	
500090	Premium Pay - Civilian	Emergency/Scheduled Hol...	25,000	23,300	23,300	0	
500110	Bilingual Pay - Civilian	Pay differential for employee...	50,593	50,593	52,663	2,070	More employees receiving Bilingual Pay in 311
500210	Pay for Performance-Munici...	Reward for top performers	25,698	25,698	25,698	0	Performance pay budgeted for 311 Cal Center
500340	HOPE Community Service...		0	0	0	0	
500360	HOPE Union Business Usage	City Business charges for H...	0	0	0	0	
501050	Employee Awards	Service recognition for empl...	6,500	6,500	6,500	0	FY15 estimate is from employees attending HO...
501070	Pension - Civilian	City's Pension for employees	2,206,546	2,209,947	2,726,579	516,633	FY16 budget increase is primarily from higher p...
501120	Termination Pay - Civilian	Accrued benefits paid upon...	10,000	109,915	11,363	-148,532	FY16 estimate includes termination of senior sta...
502010	FICA - Civilian	The employer's share of soc...	739,360	769,003	872,386	103,385	FY16 FICA increase is associated with the incr...
502010	Health Ins-Art Civilian	The employer's share of social security tax...	1,606,302	1,606,302	1,606,302	0	Health Ins is budgeted at current plan rate.
503015	Basic Life Insurance - Acti...	Employee Life Insurance	7,485	5,469	6,302	833	Cost associated with employees. Increase pri...
503060	Long Term Disability-Civilian	A part of the employees' inc...	16,567	15,797	16,840	1,043	Cost associated with employees.
503090	Workers Compensation-Civilian	Workers Compensation ove...	43,831	54,505	54,763	-172	Cost associated with employees.
503100	Workers Compensation-Civilian	Workers Compensation clai...	19,500	29,700	27,557	-2,143	Anticipate fewer Workers Comp claims in FY16
504030	Unemployment Claims - Adm...	Unemployment overhead an...	36,331	10,000	17,000	7,000	Anticipate more unemployment claims in FY16
511020	Construction Materials		0	22	0	-22	
511040	Audiovisual Supplies	Costs for all supplies relat...	0	0	0	0	

## 4.0 Utility

Utility menu item on BudPrep main screen have following functions:

Master Calc_Post
Submission Package Preview
Fringe Benefits Rate
Monthly Budget
Prior Year Adopted Position

### 4.1 Master Calc & Post

These tools will calculate FTEs and personnel cost and rollup the data to high organization level: cost center, division, fund center and department.

### 4.2 Monthly Budget

FY2016 adopted budget will be loaded into SAP in monthly budget format. Budprep provides a template for annual budget split:

BudPrep initializes the monthly budget in the following way:

0 ==> Period1, Period2 ... Period11  
FY2016 New Budget ==> Period 12.

In the template, users can only change Period 1 thru Period 11 data. Period 12 data is calculated by BudPrep formula:

FY2016 Budget - sum of Periods 1...Period 11.

The 12<sup>th</sup> period budget will be automatically adjusted to balance Periods 1...Period 11. If there are changes made for FY2016 Budget in the budget preparation procedure, the Period 12 data will also get recalculated.

Act	Description	FY2016 Budget	Period1	Period2	Period3	Period4	Period5	Period6	Period7	Period8	Period9	Period10	Period11	Period12
500000	Salary-Base Cl.	895,242	45,955	45,955	45,450	45,955	45,450	45,955	45,955	42,420	45,955	45,450	45,955	188,719
500000	Salary-PTT-Cl.	0	0	0	0	0	0	0	0	0	0	0	0	0
500000	Overtime-Cl.	4,331	367	367	355	367	355	367	367	332	367	355	367	365
500110	Biweekly Pay.	3,884	329	329	319	329	319	329	329	297	329	319	329	327
501070	Pension-Cutlans	176,568	11,910	11,910	11,525	11,910	11,525	11,910	11,910	10,757	11,910	11,525	11,910	47,663
501120	Term Pay-Cl.	0	0	0	0	0	0	0	0	0	0	0	0	0
502010	PCA-Cutlans	53,887	3,446	3,446	3,528	3,446	3,528	3,446	3,446	3,283	3,446	3,528	3,446	14,486
502010	Health Ins-Ad.	91,387	7,761	7,761	7,511	7,761	7,511	7,761	7,761	7,010	7,761	7,511	7,761	7,517
503015	Basic Life Ins.	419	27	27	26	27	26	27	27	24	27	26	27	119
503060	Long Term Dis.	1,087	93	93	90	93	90	93	93	84	93	90	93	82
503080	Workers Comp.	3,389	287	287	277	287	277	287	287	259	287	277	287	281
503100	Workers Comp.	0	0	0	0	0	0	0	0	0	0	0	0	0
504030	Unemployment	5,997	424	424	410	424	410	424	424	383	424	410	424	419
511040	Computer Sup.	0	0	0	0	0	0	0	0	0	0	0	0	0
511050	Paper & Printin.	2,300	169	169	154	169	154	169	169	153	169	154	169	172
511070	Misc Office Su.	4,500	382	382	369	382	369	382	382	345	382	369	382	374
511110	Fuel	10,942	929	929	899	929	899	929	929	839	929	899	929	903
511120	Clothing	2,250	186	186	180	186	180	186	186	168	186	180	186	190
511150	Misc Patts & S.	3,689	305	305	295	305	295	305	305	276	305	295	305	304
520100	Temp Persons	44,788	3,803	3,803	3,681	3,803	3,681	3,803	3,803	3,435	3,803	3,681	3,803	3,689
Cost Center Total:		1,119,995	78,920	78,920	76,375	78,920	76,375	78,920	78,920	71,284	78,920	76,375	78,920	257,145
Business Area Total:		30,916,442	2,503,223	2,503,223	2,422,482	2,503,223	2,422,482	2,503,223	2,503,223	2,260,986	2,503,223	2,422,482	2,503,223	3,865,449

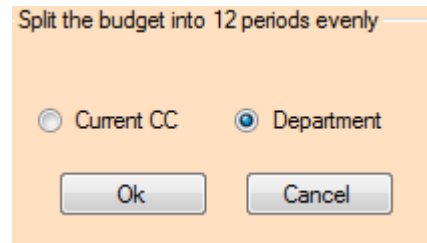
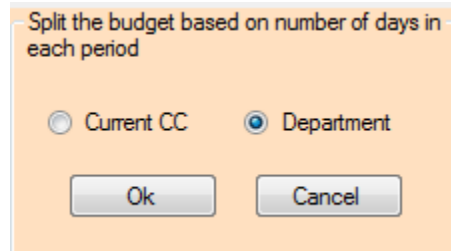
Functions are available on Monthly Budget screen:

1. Acct Type: switch work between expenditure and revenue monthly budget.

Commit Item	Description	FY2014 Budget	Period1	Period2	Period3	Period4	Period5	Period6	Period7	Period8	Period9	Period10	Period11	Period12
520109	Med Dental & Lab Svcs	668	56	56	54	56	54	56	56	51	56	54	56	63
520110	Mgmt Consulting Svcs	0	0	0	0	0	0	0	0	0	0	0	0	0
520114	Misc Support Svcs	0	0	0	0	0	0	0	0	0	0	0	0	0
520123	Veh & Motor Equip Svc	168	14	14	13	14	13	14	14	12	14	13	14	19
520126	Constr Site Work Svcs	0	0	0	0	0	0	0	0	0	0	0	0	0
520510	Mail/Delivery Svcs	504,845	42,877	42,877	41,494	42,877	41,494	42,877	42,877	38,727	42,877	41,494	42,877	41,497
520515	Print Shop Svcs	6,900	586	586	567	586	567	586	586	529	586	567	586	568
520605	Advertising Services	0	0	0	0	0	0	0	0	0	0	0	0	0
520705	Insurance Fees	59,153	5,023	5,023	4,861	5,023	4,861	5,023	5,023	4,537	5,023	4,861	5,023	4,872

2. Budget Split: User can split the annual budget either for current cost center or for whole department. The system allocate the budget in the following ways:

- Expenditure: Based on number of the day in each period
- Revenue: Evenly distribute budget into 12 periods. Any remainder will be added to last period number.



### 4.3 Submission Package Print

This function provides a quick way to print all reports which are need for the department submission package:

Business Area Mission Statement  
 Business Area Summary  
 Business Area Performance Measure  
 Division Summary  
 Expenditure Summary  
 Fund Center Summary  
 Revenue Detail  
 Roster Report  
 Revenue Request Detail  
 Expenditure Request Detail

#### 4.4 Fringe Benefits Rate

User can use this report to view current fringe benefits rate setup in BudPrep:

Fringe Benefit Rates in BudPrep			1/7/2015
Insurance Plan Code	Description	Rate	
CDC	CON.DRIVEN - Emp & Child	408.69	
CDCS	CON.DRIVEN - Emp (S) & Child	396.19	
CDE	CON.DRIVEN - Emp Only	228.63	
CDES	CON.DRIVEN - Emp (S)	216.13	
CDF	CON.DRIVEN - Emp & Family	737.36	
CDFS	CON.DRIVEN - Emp (S) & Family	724.86	
CDS	CON.DRIVEN - Emp & Spouse	487.07	
CDSS	CON.DRIVEN - Emp (S) & Spouse	474.57	
KCC	KELSEY CARE - Emp & Child	406.04	
KCCS	KELSEY CARE - Emp (S) & Child	393.54	
KCE	KELSEY CARE - Emp Only	233.64	
KCES	KELSEY CARE - Emp (S) Only	221.14	
KCF	KELSEY CARE - Emp & Family	727.08	
KCFS	KELSEY CARE - Emp (S) & Family	714.58	
KCS	KELSEY CARE - Emp & Spouse	479.73	
KCSS	KELSEY CARE - Emp (S) & Spouse	467.23	
NA	No Insurance	0.00	

#### 4.5 Prior Year Adopted Position

Departments and analysis can use these tools to review and approve new position for Position Budget Control workflow process. The information can be printed and exported if needed.

Notes: any update for the position

Exit										
1000 -- General Fund				6500010001						
6500 -- Administration and Regulatory Affairs				ARA - Director's Office						
				Print			Export			
EMP_ID	Name	Type	Position	Title	Job Code	Notes	Base Pay	Lngv	FTE	Salary
093297	CORTES, EST...	CI	30041956	ACCOUNT CLERK	3411		1,000	50	1.0	27,405
104299	PAEZ, ERNES...	CI	30030918	ADMIN. & REG. AF...	3581		1,000	40	1.0	27,144
127398	TALLEY, ALISA...	CI	30036104	SENIOR STAFF AN...	3042		2,000	18	1.0	52,670
NEW1	ACCOUNT CL...	CI	NEW1	ACCOUNT CLERK	3411		1,000	0	1.0	26,100
NEW2	ACCOUNT CL...	CI	NEW2	ACCOUNT CLERK	3411		1,000	0	1.0	26,100
NFW3	ADMIN & REG	CI	NFW3	ADMIN & REG AF	3581		1,000	0	1.0	26,100

## 5.0 YEAR END CLOSING: *Encumbrances and Accruals*

For transactions to post smoothly in the new fiscal year, all necessary accruals and adjusting entries should be entered and processed prior to the Period 13 close. Departments must ensure that a cost center exists in FY2015 and will exist in FY2016 for all carry over items such as furniture, equipment and telephone costs.

There are two types of carry over transactions – encumbrances and accruals.

Encumbrances automatically carry over to the new fiscal year, unless the department specifically requests that they be cancelled as part of the Controller's year-end closing procedures. The funds that these supplies and services were encumbered against in FY2015 **do not** automatically carry over to the new fiscal year. Therefore, in order to keep items from suspending and to allow vendors to be paid on time, all carry over transactions must be funded in the FY2016 Budget. This means that the cost centers **must be present in the new fiscal year**. All carry over items should be reflected in a corresponding decrease in the FY2015 expenditures estimate in the budget submission as well as in the monthly departmental projections.

Accruals will occur when supplies and services are received before the end of FY2015, but the invoice will not be received in time to make payment in FY2015. Accruals are expenditures in the year of receipt (FY2015) and are treated as credits to the new fiscal year budget (FY2016) until the invoice is paid. The net effect to the FY2016 Budget is zero.

<b>NOTE:</b>	As in past years, encumbrances that remain open on June 30, 2015 will be carried over and re-encumbered against FY2016 appropriations. However, the FY2015 funds against which these items or services were encumbered will not carry over to FY2016 and must therefore be included in the FY2016 Budget.
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**Year-End specific details for Encumbrance and Year-End processing will be provided by the Controller's Office with support from the ERP Team.**

## 6.0 FORMS NOT INCLUDED IN BUDPREP

- **Project and Budget Justification (PBJ) form was sent via email. Please contact Candice Johnson at 3-9007 for any PBJ related questions.**